Professional and Managerial Branch
Cultural Group
Arts Resources Series

ARTS PROGRAM COORDINATOR

01/02 (REB)

General Purpose

Under general supervision, coordinate and participate in administering visual and performing arts projects and outreach programs.

Typical Duties:

Plan, develop and organize performing and visual arts events to ensure successful execution. Involves: Review materials sent by artists/promoters. Evaluate and recommend local and guest artists to the director. Schedule programs, exhibits, residencies, master classes and outreach projects. Establish scope and quality of assistance and support needed for events. Maintain communication between artists and department prior to events. Meet out-of-town artists at airport and drive them to events or accommodations. Host events on-site and act as master of ceremonies, as required. Provide information to and integrate activities with departmental staff for publicity, technical production or similar issues. Assist with event ticket sales, crowd control and loading-in and out.

Assist in administrative functions. Involves: Negotiate and prepare records related to Arts Resources Department programs. Liaison between City, promoters, agents and artists in preliminary negotiations and scheduling. Recommend contract terms according to the department's capabilities for conducting arts programs. Prepare contract drafts for Director. Manage artistic fees budget. Coordinate payments for services. Attend events to evaluate audience demographics and response for use in planning for future programs such as exhibits and master classes. Compile attendance statistics, maintain records and prepare reports.

Knowledge, Skills, and Abilities

- Considerable knowledge of coordinating and scheduling arts programs and events practices and procedures.

- Good knowledge of budget preparation and control.

- Good knowledge of utilizing computer hardware, software, peripherals and general office equipment.

- Good knowledge of the typical needs and accommodations for performers.

- Good knowledge of contract negotiation techniques and documents utilized in performing and visual arts field with promoters, agents and artists.

- Some knowledge of grounds and stage design and lay-out.

- Some knowledge of the techniques of handling and operating theater equipment.

- Some knowledge of national, regional and local performing artists.

- Some knowledge of occupational health and safety regulations and working practices.

- Ability to interpret state and City laws, rules, regulations, related performing art and theater unions, state and local labor and occupational safety and health rules and regulations.

- Ability to establish and maintain effective working relationships with coworkers, officials, vendors, performing artists, promoters, agents, volunteers, community organizations and the public.

- Ability to provide clear and concise oral and written communication to provide technical specifications, contract negotiation and revision, information, prepare and present reports, maintain records, files and databases.

Other Job Characteristics

- Frequent and prolonged periods of standing, sitting, working on site stages and performing areas, exhibits and events.

- Occasionally required to work in a stage environment, outdoors in all kinds of weather and lift and carry heavy objects weighing 50 to 70 pounds.

- Work extended hours, weekends and holidays.

- Frequent driving in City traffic.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in fine arts, performing arts, public relations or a related field, and one (1) year of experience in public event coordination or in contracts support.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

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Director of Personnel   Department Head